

## **Borrow Braille and Print-Braille Books from the MSB Library**

Professionals working with students who are visually impaired at schools all around Missouri may borrow braille and print-braille library books from the MSB library collection for their students who read Braille.

### **What's the Process for Requesting Books?**

- The professionals who work with students who are visually impaired may request specific books by title and author, or may contact the school librarian, Mary Dingus, for assistance with choosing books.
- The school's online catalog can now be accessed through the Internet at <http://msb.follettdestiny.com>, so you may also search the catalog to see if we have a book you could use with a student. Please remember that only **braille** and **print-braille** books are available for loan at this time. You can easily tell if a title you are looking at is braille or print-braille by looking at the call number for the book, directly below the title. If the call number has the prefix 'B' it is a braille book, if it has a 'PB' it is a print-braille book.
- Requests for materials require a signature of the district administrator unless a permission form is on file from the administrator stating that the professional may request materials in his or her name.
- Requests may be submitted by mail, or, if a permission form is on file, by email or telephone.
- An MSB [Library Book Request Form](#) should be used when making a request by mail and it should also be referred to when making a request by email or phone, as all of the same information will be needed.

### **What's the Process for Borrowing Books?**

- Books will be checked out to the district administrator for use by individual students.
- The first time a book from the MSB library is loaned for use by an individual student, he or she will be assigned a Student Loan ID number and books will be checked out using this number. Please keep track of this number and use it when borrowing books for the student in the future as this is how we will identify students.
- In order to borrow braille books that have been produced by the National Library Service for the Blind (NLS), a student must be registered with Wolfner Library for the Blind in Jefferson City. Contact Wolfner Library, at 1-800-392-2614, to determine if a student is currently registered with them. The MSB library has some braille books that are not from NLS, but the majority of them are.

- The professional working with the student may set the guidelines as to whether the books must stay at school or may go home with the student.
- Up to five books (or five volumes in a multivolume book) may be checked out for use by one student at a time. If five books are already checked out, some books must be returned before more books may be borrowed, with no more than five books or volumes on loan for any one student at a time.
- Books may be borrowed for 6 weeks at a time, and may be renewed once as long as no one else has requested them.

### **What's the Process for Getting Books?**

- Books will be sent Free Matter for the Blind to the address indicated on the request form, so please allow at least a week for them to reach their destination.

### **What's the Process for Returning Books?**

- Books should be returned through the mail to:  
Library Statewide Services  
Missouri School for the Blind  
3815 Magnolia Avenue  
St. Louis, MO 63110
- Braille library books returned by mail may be sent Free Matter for the Blind through the U.S. Postal Service.
- Total loan time will be 8 weeks, allowing 1 week travel time there and 1 week back, and 6 weeks with the student.
- Although the MSB library collection contains many books from different sources, including some that were made onsite, the majority of MSB's braille library books are the same as those that are in Wolfner Library's collection and care must be taken to keep the books separate. **Please be sure to return MSB library books to MSB and Wolfner library books to Wolfner.** MSB library books are stamped "Library, Missouri School for the Blind" on an inside page of the book, and also have white spine labels either on the lower spine or on the lower left-hand side of the front cover. A barcode label on the cover of the book has "Missouri School for the Blind" printed on it.
- If books are not returned, borrowing privileges may be suspended until lost materials are returned or replaced.

For more information, contact Mary Dingus, MSB librarian, at 314-776-4320, ext. 3257 or [Mary.Dingus@msb.dese.mo.us](mailto:Mary.Dingus@msb.dese.mo.us).

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5<sup>th</sup> Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.

6/3/10